

Position: Graduate Writing Facilitator (*French*), Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University

Description: The Graduate Writing Facilitator (*French*) is a paid position for a current SFU graduate student who possesses native or near-native fluency in spoken and written French. The Facilitator is committed to working with individual student writers in a variety of disciplines, with the goal of helping them develop and improve their writing abilities in French. The Facilitator's duties are to provide face-to-face consultations and some online support via email for undergraduate students who are writing in French. The Facilitator is also expected to maintain appropriate consultation records.

The Facilitator is based in the Student Learning Commons (SLC) in the Bennett Library, Burnaby. Email support may take place at a location convenient to the Facilitator. The Facilitator works under the supervision of SLC Coordinators and reports to the SLC Head and to the Chair, Department of French.

Minimum Qualifications:

- An undergraduate degree with a minimum 3.5 GPA
- Native or near-native fluency in oral and written French
- Excellent academic writing abilities
- Excellent interpersonal communication skills
- Demonstrable knowledge of academic writing processes and editorial conventions
- Ability to work with students individually or in small groups
- Familiarity with computers and standard web browsers
- Currently enrolled in an SFU Graduate Program

The Graduate Writing Facilitator (French) is expected to

- communicate well with students face-to-face (primarily in French) by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanour
- assist students to develop their French writing abilities through asking questions and helping them internalize concepts and strategies
- use email effectively as a means of providing feedback to help writers develop their French writing abilities
- be knowledgeable about, and able to help students use, additional writing resources where needed
- communicate effectively and in a collegial manner with SLC peer educators and SLC staff
- be reliable and punctual

The Facilitator does not

- proofread or edit students' papers
- provide English-language consultations or online support
- focus on or answer questions about specific course content
- make judgments about or try to assess student writing
- allow any political, social, educational, philosophical, or other biases or preferences to have a part in his or her tutoring relationships with students

Salary: \$25 per hour, including benefits

Hours: 4 - 6 hours per week; times negotiable

Term: October - December 2015; January - April 2016

Application Process:

Application packages may be submitted electronically to agoldric@sfu.ca in .doc, .docx, or .pdf format.

Position: Graduate Peer Writing Facilitator, Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University (cont'd...)

Packages must include

- a cover letter (in English) and résumé/curriculum vitae
- copy of most recent transcript
- two (2) samples of academic writing in French
- name and contact information for 2 academic references

Alternatively, you may submit hardcopy applications to
Amanda Goldrick-Jones, SLC Writing Services Coordinator
Student Learning Commons Office
W.A.C. Bennett Library, 3rd floor, Room 3026
Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6
agoldric@sfu.ca / 778-782-9382

The SLC is open Monday to Friday, 9:00 am – 4:30 pm.

Deadline:

This posting will remain open until the position is filled, but to be given assured consideration, applications should be submitted **no later than 4pm on Friday September 4, 2015.**

August 2015